Help for Searching and Viewing

The Search page allows you to find emails that have been stored on the DataCove, based on the criteria you choose. Note that your search results may be limited based on your account's permissions.

You may use different combinations of search fields to perform a search. The default fields are: Email date sent, Email from, Email to, and Email text. You can change this adding and deleting fields until the ones most useful to you are showing, then clicking on the Save Format button. This will save the fields showing on the screen and make them your default.

Go here to see discriptions of available actions.

The following is a description of the search fields, followed by an explanation of the search terms and their modifiers and some example searches:

NOTE: If any search field is left blank, that search criteria will default to "ALL".

NOTE: Certain search criteria are not allowed to coexist in the same search. To search for attachments, for example, all comment and tag criteria must be removed.

email date sent	Finds emails within the specified time period. You can search before, after, or on a single date, between a range of dates, or backwards from the current date a relative amount of time.
email from/to	Finds emails with sender or recipient addresses matching your criteria. You may manually enter a single email address, or multiple email addresses by separating them with a space or comma or semicolon (test@example.com test2@example.com). Or you can click the ⚲ icon to pop up a window to search for and choose specific email addresses.
email from	Finds emails with sender addresses matching your criteria; otherwise behaves like the email to/from field.
email to	Finds emails with recipient addresses matching your criteria; otherwise behaves like the email to/from field.
email text	Finds matches in the text of the email, including the body, the subject and parsable attachments.
email body	Finds matching text in the email message bodies.
email subject	Finds matching text in the subject-line of emails.
message id	Finds emails with particular message IDs.

attachment name	Finds matching attachment names.
attachment type	Finds emails containing attachments of the selected attachment types.
attachment contents	Finds emails containing attachments with this text in their parsable content.
attachment available	Finds emails that have attachments whose contents can be searched. This

	excludes vcards and company logos. It also excludes thing like pictures, sound files and encrypted files.

tag name	Finds emails that have been tagged with one or more of the selected tags.

folder name	Finds emails by location on an Exchange server. To use this option, Mailbox Synchronization must be configured.

comment author	Finds emails that have been commented on by the specified user accounts.
comment tag	Finds emails containing comments that were tagged with the specified tags.
comment contents	Finds emails whose comments' titles or text match the specified criteria.

random sample	Allows for spot-checking of valid search results by returning between 1% and 100% of the emails that would normally be returned by the search.

NOTE: Currently Attachment Name and Attachment Type are applied per-email rather than per-document. This means that a search requiring (for example) an Attachment Name of my.txt and an Attachment Type of MS Word will find all emails with an attachment named my.txt and an attachment of the MS Word type: it does not mean that it will only find MS Word documents with the name my.txt.

NOTE: The examples provided below may not return results on your DataCove.

Search Terms

Search terms will be used in the various search fields available in your DataCove. The various types of terms, along with their modifiers and Boolean operators, are described below. Searching in your DataCove is not case-sensitive; therefore, searching for battery and BatTery will return the same results. There are two types of search terms: **single terms** and **phrases**.

- **Single Terms** are single words or numbers such as guaranteed or transaction.
- **Phrases** are a group of words surrounded by double quotes such as "guaranteed return".

Multiple terms may be combined using Boolean operators to create more complex searches.

Term Modifiers

Term modifiers may be used to provide more depth relating to the terms of your search. For example, they may be used to find the misspelled words or words similar to your search term.

1. **Wild Searches**
   There are two types of wildcard searches: single-character wildcard and multiple-character wildcard.

   - Single-Character Wildcard: Performing single character wildcard searches is accomplished using the question mark (?) symbol. This will find any variation of the search term with that single character replaced.

     Example: fre? returns free, Fred, fret, etc

   - Multiple-Character Wildcard: This modifier will look for any variation of the search term with zero or more characters at the point of the asterisk (*) and after.

     Example: p*d returns pod, piled, poured, etc

   NOTE: Do not use ? or * as the first character of a search. Example: *eer and ?ord are not valid search terms.

2. **Proximity Searches**

Proximity searches are used to find single terms that are located a specified distance apart. To perform a proximity search, place the two single terms in double quotes followed by a tilde (~) and the number of words apart you wish to search.

Example: "guaranteed return"~10 results in guaranteed return, guaranteed to give you a 50% return, etc

3. **Fuzzy Searches**

- A fuzzy search will allow you to search for a single term that may have been misspelled and will result in terms with similar spelling and the same number of characters. Use the tilde (~) after your single term to perform a fuzzy search.

  Example: United~ returns United, Unlted, Vnited, Vnlted

- You have the ability to specify the required similarity using an optional parameter. This is done by adding a value between 0 and 1 after the tilde (~). The closer to 1 the value, the higher similarity level required. By default, the value is 0.5.

  Example: United~0.8 will be more strict in its similarity requirements than United~0.2.

- Another form of fuzzy search allows you to specify the distance (as defined by the Levenshtein edit distance). In this form, after the tilde (~), you specify a one (1) or two (2). One is more strict in it's similarity than two. This form has fewer levels of strictness, but is significantly faster.

Boolean Operators

In addition to the many term modifiers available, there are Boolean operators. These operators allow terms to be combined for more flexibility. The available Boolean operators are AND, +, OR, -, and NOT.

NOTE: Boolean operators must be typed in ALL CAPS.

1. OR

   OR is the default conjunction operator, meaning if there is no specified Boolean operator between two terms, the OR operator is used. OR links the two terms and returns a result if either is found.

   Example: To search a field for either the phrase report due or the single term price, use "report due" price -or- "report due" OR price.

2. AND

   The AND operator searches a field and returns a result if both terms exist.

   Example: To search for equity offering and ABC Securities, use "equity offering" AND "ABC Securities".

3. +

   The + or required operator requires that the term after the + symbol exist somewhere in the selected field of the email

   Example: To search a field for emails that must contain ABC and may contain Securities use: +ABC Securities.

4. -

   - The - or prohibit operator excludes results that contain the term after the - symbol.

     Example: To search for documents that contain Free, but not true material use: -"true material" Free .

   - NOT is another way of excluding results when there are only two search terms. The term after the NOT will be excluded.

     Example: To search for documents that contain Free, but not true material use: Free NOT "true material"

> NOTE: The - and NOT operator may not be used with only one term. For example, - "securities firms" or NOT test will not modify search results.

Grouping

The DataCove supports using parentheses to group clauses to form sub queries. This may be useful if you would like to control the order of Boolean logic for a search.

Example: To search for either broker or hedge and website use: (broker OR hedge) AND website.

Special Cases

Some very common English words are not included in the searchable text. Words such as "a", "an", "the", "in" and "on" are not searchable. If you attempt to search for the phrase "in the mood", you will find a variety of results, which may include the requested phrase, but may also include any three word phrase that ends in "mood".

In addition, the underscore character ("_") is treated as a space. Searching for the attachment name "sample_text.txt" may also find attachments named "sample text.txt".

Tag names are case sensitive. You can have two different tags that differ only by case (eg., "attention" and "Attention"). However, the search for a tag name is case insensitive. In the example above, searching for tag "Attention" will find all emails attached to either tag.

Escaping Special Characters

There are some characters that the DataCove will attempt to treat as Boolean Operators even if you intend them to be part of the search. These characters are: + - && || ! ( ) { } [ ] ^ " ~ * ? : \ In order to search for these characters, you must use an escape character. The escape character for the DataCove is \ (a backslash).

It is not possible to search for these characters, or any other punctuation, in the email text (subject or body).

Example: To search for an attachment named You need to see this!.jpg, use: "You need to see this\!.jpg"

Search Field Operators

The search field operators are the options that come before each search term on the Search page. The operators "contains one or more of", "contains all of", "contains none of" and "exact match" or some subset of these operators are used for all search fields except for "email date". These operators alter the Boolean logic or phrasing of the search.

contains one or more of	Use this operator unless you know to do something else. The searcher will behave as if there were a Boolean OR between each word in the search field. This behavior is only the default behavior. Boolean operators with grouping, fuzzy searches, proximity searches, and wildcard searches, and the use of phrases in double-quotes still work.
contains all of	The searcher will behave as if there were a Boolean AND between each word in the search field. This behavior is only the default behavior. Boolean operators with grouping, fuzzy searches, proximity searches, and wildcard searches, and the use of phrases in double-quotes still work.
contains none of	The searcher will omit all hits that contain any of these words. Boolean operators with grouping, fuzzy searches, proximity searches, and wildcard searches, and the use of phrases in double-quotes still work.
contains exact phrase	Double-quotes will be placed around this entire entry before it is searched on so that a phrase search is done. Only emails containing this exact phrase with all words in order will be returned. Because of the entire entry being treated like a phrase, neither Boolean operators with grouping, nor fuzzy searches, nor proximity searches, nor wildcard searches, nor the use of sub-phrases will work. Any text you enter when the operator is "exact phrase" will be treated as part of the phrase rather than special search logic terms.

Example Searches

NOTE: The following examples may not return results on your DataCove.

Example 1: Search for any email containing the phrase guaranteed results.

- Enter guaranteed results into the "email body" field. Set the operator drop-down to "contains exact phrase". Putting quotes around the phrase is not necessary.

Example 2: Search for any email from Jan 5, 2004 to December 14, 2005 from john.doe@sample.com to jane@test.net.

- Choose the date range.
- Enter john.doe@sample.com in the "email from" field.
- Enter jane@test.net in the "email to" field.
- Leave the operator drop-down on the to and from fields on "contains one or more of". Setting the operator to "contains all of" would also be acceptable as this does not changes the search behavior when there is only one word in an input field.

Example 3: Search for any email from tom@testnet.com with the words easy money within 6 words of each other and a subject line with any variation of free.

- Enter tom@testnet.com in the "email from" field.
- Enter "easy money"~6 in the "email body" field.
- Enter free* in the "email subject" field.
- Any of the operators for these fields can be either "contains one or more of" or "contains all of" with the same effect since all of the terms are either one-word terms or fully specify their own Boolean operators.

Example 4: Search for an email dated December 25, 2005 to johnny@test, but you aren't sure the suffix of the email address, with a subject containing some variation of anti-virus and the words install or software and unsure.

- Choose the date range.
- Enter johnny@test* in the "email to" field.
- Enter anti?virus in the "email subject" field.
- Enter (install OR software) AND unsure in the "email body" field.
- Any of the operators for these fields can be either "contains one or more of" or "contains all of" with the same effect since all of the terms are either one-word terms or fully specify their own Boolean operators.

Example 5: Search for an email sent from your accountant to you about 2007 tax returns. You remember the email was sent from a gmail.com address, but you don't remember the address. It was not sent to your primary address janedoe@test.com, but rather one of your secondary accounts. The subject was something like "your tax return for 2007" or "completed 2007 taxes". This email was probably sent before the start of 2009.

- Choose the operator "before" from the "email date" search field and then select the date "2009-01-01".
- Enter *@gmail.com into the "email from" field. Using this exact format for domain searching rather than "*gmail.com" (for example) will use a special index field that leads to much faster results.
- Add a subject field and select the "contains all of" operator. Enter 2007 and tax into the "email subject" field. All variations on the root word "tax" will be found automatically.
- Enter janedoe@test.com in the "email from" field. Select "contains none of" as the operator.

Buttons

This is a list of the buttons you might see on the various search screens. Some buttons appear only for users with extra permissions.

Search	Starts a search, using the current criteria.
Save Criteria	Takes the current search criteria and uses them to create a new saved search.
Save Format	Takes the current search fields and makes them your default search.

Export	Takes the selected email messages and puts them in a ZIP file for export.
Forward	Forwards the selected messages to an external server. In the Results area, it acts on all selected emails. In the Email Display area, it acts on the current email.
Print	Creates a version of the selected emails suitable for printing.
Print to PDF	Creates a PDF file containing the correct emails. In the Results area, it acts on all selected emails. In the Email Display area, it acts on the current email.
Tag	Allows you to add tags to the selected emails.
Remove Tag	Allows you to remove tags from the selected emails.
Comments and Tags	Allows you to add comments and tags to individual emails.
Comments	Allows you to add comments to individual emails.
Printer Friendly	Creates a version of the current email suitable for printing.
Raw Headers	Allows you to see RFC defined email headers from individual emails.